

FUTURE BRIXTON: SOMERLEYTON ROAD PROJECT

Steering Group Minutes of Meeting
10:30am; Wednesday, 25 June 2014 - Six Brixton (No. 6 Somerleyton Rd)

Attendees

Lambeth Council:

Neil Vokes
 Bruce McRobie
 Dilan Alpasha

Brixton Green:

Stephen Jordan
 Brad Carroll
 Dinah Roake

Oval House:

Deborah Bestwick

Igloo:

Robert Knight
 Kym Shaen-Carter

Item	Description	Action
1.	Minutes and Actions: DA has compiled a list of minutes/actions from the past 6 months. To confirm commentary with NV.	RK/DA to merge Igloo's action list with Steering Group minutes to develop a single rolling actions list of ongoing/"open" actions for Steering Group to review fortnightly.
2.	Record of Steering Group members' Holidays	ALL to send Holidays to DA
3.	Westminster Kingsway Meeting: Jeff from WK away until the 19 June	BC to chase up WK for visit date
4.	Site Visit to Bermondsey: Igloo initially organised for 9 th July. Cllr Hopkins cannot make that date.	Igloo to try to reschedule visit to July 23 rd and to advise Steering Group.
5.	Heritage Lottery Fund – study to understand the heritage deficit : Building surveys of Carlton Mansion are required to 'collect the facts' Igloo advised that a series of other surveys of the site will soon be underway (including for the passageway, red line boundary, topography etc.)	Igloo to get quotes for surveys of Carlton Mansion(including structural survey to identify supporting walls)
6.	Pinsent Masons: <ul style="list-style-type: none"> • Rent payable by new units and relationship with the theatre build • 2.1.7 - Clarify whether Ovalhouse sit on the board - and clarify that BG will only be there for the shadow board - talk about the stages of the shadow board • Capture enthusiasm into the new community trust • Set up costs for trust - BG to submit expression of interest to GLA • Notes on structure from Anthony Collins workshop • Levels of control by the Council • 3.2 will need to be expanded to better understand Council influence - to be covered at the next workshop • Imperative of the Council to manage its risk • 8th July - link into the workshop around SPVs 	BM to circulate latest version of synopsis from Pinsent Masons of last stewardship workshop.

	<ul style="list-style-type: none"> • 5.2 agree nomination rights to affordable units - local lettings policy expanded 	
7.	<p>Programme</p> <ul style="list-style-type: none"> • Comfortable with the bid included within the tender • Take grant funding dates - potential to close the gap between stages one and two • Focusing on DMA - once signed team can be formally appointed • Surveys being progressed • Started engagement with LUL and Network Rail • PPA being drafted • The signed off programme becomes the agenda for the community engagement • Procurement strategy - need comms strategy • Need homes workshop once we hear on the grant 	<p>Steering Group to email comments on the latest programme to RK</p> <p>Igloo to update programme based on emailed comments and feedback from meeting.</p> <p>Igloo to move forward discussions with TfL</p> <p>SJ raised points regarding clarifying whole life cost definitions and value engineering</p> <p>AQ to provide a calendar of all Brixton Events.</p>
8.	<p>GLA</p> <ul style="list-style-type: none"> • Cllr Hopkins discussion with Cllr Bennett and Andy Radice regarding implementing NEF financial model on SR. • Need to explain to people that there is a direct link between the coop and the grant i.e. if there is no coop then there will be Right to Buy if we accept the funding • Link between commercial viability and rental income • Intermediate housing list is needed • Investment sub-committee to visit site (Housing Investment Group) 	<p>BM/NV met with Cllr Bennett and Andy Radice on 23 June to explain Somerleyton Road model</p>
9.	<p>Business Plan:</p> <ul style="list-style-type: none"> • GLA funding being sought • BC advised that Jess Steel (Locality) is not available to develop brief. 	<p>Brixton Green to develop brief by mid-July and develop the concept of the trust including warranties</p>
10.	<p>Non-Resi uses:</p> <p>Briefs for non-resi uses to be finalised by 09 July. Tentative date of 27 June given for receipt of briefs. Igloo aims to have brief document by 9 July</p> <p>Meetings have been held with reps from Extra Care, Dementia Centre (and Livity on 27 June) to clarify requirements.</p> <p>Once non-resi uses are finalised we need to capture/explain the 'story' of how we got from the many ideas from the workshops to the few options we have left</p>	<p>-Letters to prospective non-resi owners/occupiers sent . Follow up meetings to be held between Igloo, Brixton Green, Lambeth, Health Centre, Children's Centre, WKC. BC/Igloo to arrange.</p> <p>-Discussion needed on Ovalhouse workspace. OH will provide brief on behalf of their tenants and to share brief with Brixton Green to identify 'synergies'.</p> <p>-NV/BC/AQ/DA/Igloo to discuss 'story' once non-resi is finalised</p>

11.	Housing Policy: Meeting between Neil, Dinah, Tom Tyson, Cllr Matthew Bennett to discuss housing policy, housing need, mix, size etc. to prepare housing brief for Igloo by 09 July	Meeting set for 27 June Cllr Hopkins to invite Cllr Nick Raynsford (MP for Greenwich and Woolwich) to meet/advise Steering Group
12.	Highlight Report and Risk Register: Igloo presented their Risk Register	To be updated by Igloo fortnightly. Steering Group to review and provide comments
13.	Livity: Introduction Meeting to be held between Livity and Igloo to discuss brief for urban designers	To be held 26 June with Caroline Roake from Livity
14.	Team/Organisation Structure: Igloo presented 2nd draft of the Team Structure which was discussed amongst the Steering Group. Comments/Feedback provided.	Igloo to incorporate comments/feedback as per discussion and circulate to steering group prior to next meeting. NV raised a point regarding controlling engagement with professional advisors, architects etc. Single point of contact needed Igloo to note SJ's comments when setting up Steering Group reports
15.	Finance/VAT: Steering Group and Igloo agreed that a tax specialist would be a preferred option over Grant Thornton to provide tax advice for the project.	BM awaiting feedback from Lambeth Finance regarding VAT, SDLT. To advise Steering Group on financial parameters, appropriating Carlton Mansions etc BM discussed with Legal and advised specialist will likely be Pinsent Masons tax division
16.	Straw Man/Position Statement/BRIEF: Igloo had advised that once non-resi and resi briefs are received, Igloo will update brief by mid-July to start master planning process	Further discussion needed to firm up Straw Man/Brief, and to possibly work with Dinah's Work in Progress document used as an audit trail of key decisions against project objectives
17.	Key Decisions: Igloo to prepare and circulate list of key decisions that need to be made including timelines and dependencies	RK advised that this will come out of the programme. See action from Item 16.
18.	Meanwhile Space – Phasing: To maintain continuity of meanwhile space, new site should be developed before knocking down No. 6	RK advised it will form part of the Meanwhile Strategy which will be developed once we have a master plan JH advised that Forward Plan should include Meanwhile Uses including Carlton Mansions
19.	Sustainability: Igloo to arrange meeting for green	CB, NV to arrange. (Relevant to Housing meeting and workshops)

	<p>building/passivhaus specialist Richard Partington to advise Steering Group, and possibly a further meeting with Richard and the wider community</p> <p>Steering Group to discuss what level of sustainability is feasible/desired for this scheme</p> <p>DR raised the point of Lambeth SPD's aspiration for One Planet Living.</p>	<p>BC to arrange meeting with Agamemnon and possibly Sustainability Forum</p> <p>Igloo/Steering group to develop a measured engagement plan involving sustainability strategy</p> <p>Igloo to arrange Footprint Workshop to discuss what level of sustainability is required. (Perhaps this could be merged into the design workshops) Could invite Brixton Energy.</p>
20.	<p>Meeting with Cllr Lib Peck:</p> <p>Meet and Greet with Igloo has been set for Thursday, 17 July; 3:30-4:30pm</p>	<p>NV/DA to prepare presentation. Igloo Steering Group to be present to provide a confident message of progress on Somerleyton Rd.</p>
21.	<p>Local Lettings:</p> <p>NV to discuss with Cllr Matthew Bennett</p> <p>Feedback from Community Event (21 June) indicates there is a close split between those who think Brixton ppl should get priority and those who think it should be Lambeth-wide</p> <p>Community Land Trust letting plan can advise on lettings policy for non-council element while council element should follow Local Lettings policy</p>	<p>Housing Meeting with Cllr Bennett being held on 27 June.</p>
22.	<p>Custom-Building:</p> <ul style="list-style-type: none"> - RK advised that if residents are renting then custom-building may be challenging, more suitable if residents buy their properties. Market Analysis needed. - Custom build vs Self complete – can be challenging across all tenures - How to communicate the option of custom building while managing expectations. - What about timescales for people on Housing List 	<p>Igloo to invite John Sawyer to advise on custom build schemes particularly schemes with a fully rental model.</p> <p>DR to speak to Community Self Build Assoc. (and Mutual Housing Group)</p> <p>Igloo to add this to list of Key Decisions and provide a deadline by which Steering Group must determine extent of custom build</p>
23.	<p>Comms and Engagement:</p> <p>DB advised Ovalhouse should be part of the Community Engagement Team.</p> <p>Discussion on website:</p> <ul style="list-style-type: none"> - AQ advised that there is a shared audience and cross-cutting themes with other Future Brixton projects. Could benefit from a shared site but with Somerleyton Road having a separate landing page - Lambeth purchased 	<ul style="list-style-type: none"> - DB to feed Ovalhouse plans/strategy of community engagement into wider engagement strategy. - CB to set up meeting with Social Life and Tibbalds along with Community Engagement group to discuss strategy - Discussion to be had regarding factoring in Advisory Panels into the community engagement strategy

	<p>somerleytonroad.org/.com domain names.</p> <ul style="list-style-type: none"> - BC advised that Six Brixton site is being developed and will include regular updates of community events and activities and would need less formal regulation/ approvals than the Somerleyton Road site <p>Community Engagement Programme:</p> <ul style="list-style-type: none"> - Once development brief is finalised, community engagement programme must be firmed up. 	<ul style="list-style-type: none"> - JH to introduce BC to John Balazs
24.	<p>Project Execution Plan:</p> <p>Igloo keen to have a single document (with various sections) for everything related to the project including council/steering group issues</p>	<p>NV to send comments on key decisions including those related to council issues</p>
25.	<p>AOB</p> <ul style="list-style-type: none"> - Tenancy of Six Brixton: Brad advised back to back leases for change of operator. RQB are stepping down. BM advised getting a new tenant may be a risk for the scheme. - Steering Group and Project Executive - Country Show - Capturing the story - Social Life - need a briefing session once team is read 	<p>BM to check and advise on tenancy situation</p> <p>Circulate ToR, membership (NV)</p> <p>Mike Pocock would like to attend future meetings</p>